

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  PRIVATE USE OF CITY LABOR, EQUIPMENT, MATERIALS AND SUPPLIES PROHIBITED	Number 45.50	Issue 2	Page 1 of 2
	Effective Date September 15, 1984		

1. PURPOSE

- 1.1 To reaffirm existing City policy prohibiting the private use of City labor, equipment, materials and supplies.

2. DEFINITION

- 2.1 The term "City equipment, materials and supplies" shall mean all City property, including hand tools, power tools, automotive equipment, office equipment and supplies, and construction materials.
- 2.2 The term "City labor" shall mean the use of the services of any City employee while he/she is being paid by and performing services for the City of San Diego.
- 2.3 No distinction is to be made as to the condition of the equipment and materials. This regulation applies equally to items classed as salvage, scrap or junk.

3. POLICY

- 3.1 City labor, equipment, materials and supplies shall not be used for personal or private purposes, either on City premises or elsewhere, by City employees or others, unless specifically authorized to do so by Council approval.
- 3.2 All employees who violate this regulation are subject to discipline including termination and criminal prosecution.
- 3.3 Refer to Administrative Regulation 35.50 for the policy and procedure concerning disposition of surplus stock.
- 3.4 Employee use of a City vehicle for the purpose of taking City Civil Service examinations will be permitted only upon authorization by his/her department.
- 3.5 All employees shall be informed of the provisions of this regulation.

(Supersedes Administrative Regulation 45.50, Issue 1, effective February 18, 1957)

Authorized

(Signed by John Lockwood)

ASSISTANT CITY MANAGER

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City Manager